

ODP 81-1131  
28 August 1981

MEMORANDUM FOR: Chief, Position Management and Compensation Division/OP  
THROUGH: Director, Office of Data Processing *ODP*  
FROM:   
Chief, Production Division  
SUBJECT: Assessment of Experiment with Alternate  
Work Schedules  
REFERENCE: OP Notice No. 20-81-15,  
Date 11 June 1981

STAT

This report summarizes the results of the Alternate Work Schedule (AWS) experiment in the Production Division, Office of Data Processing. It is our assessment that employees who are participating in the experiment are content with their working hours and prefer to continue, that the elongated work day has proven beneficial, and that there has been no adverse impact on the Division from the AWS.

The experiment began with 10 volunteer employees in the Production Control Branch (PCB), ranging in grade from GS-06 through GS-14, and the GS-15 Division Chief. During the experiment, six personnel transferred to other jobs and one voluntarily dropped out of the program. All six of the transfers were for career reasons and were not influenced by the AWS. The voluntary withdrawal was a first line supervisor who found it difficult to communicate and keep up with his subordinates and his managers (both of his managers were also on AWS). The schedule used in the AWS was 0700-1730 Monday through Thursday of one pay period and Tuesday through Friday of the following pay period. The Production Control Branch is charged with providing batch processing in support of major Agency computer applications, providing a centralized program storage, control, and test facility, and the preparation and distribution of computer/Xerox reports to various user offices. Personnel who participated in the AWS experiment were assigned in each of these areas.

Perceived impact of the AWS experiment on:

1. Efficiency of Government Operations

a. Productivity - In general, there was no major impact, positive or negative, on individual productivity. Some

individuals did find that an hour without interruptions at the start and the end of the day made it easier for them to accomplish some of their tasks. It was noted that the elongated work day allowed for better office coverage and allowed us to react to problems and make repairs without recalling personnel who had gone home. The elongated work day also allows us greater opportunities to work with and respond to our customers and, since we are a service organization, we consider this a benefit of the program.

- b. Leave - No impact was noticed on the use of leave.
- c. Turnover - No impact was noticed on employee turnover.
- d. Overtime - Some minor reduction in overtime can probably be attributed to AWS personnel making repairs or taking actions on behalf of personnel who have left for the day or who have not yet arrived for the day.
- e. Job Satisfaction - There was no discernible change in job satisfaction due to AWS.
- f. Morale - There was no discernible change in morale due to AWS.

2. Mass transit facilities and traffic

Personnel participating in the AWS experiment had little difficulty in accommodating their new hours. Some found car pools and others elected or continued to commute alone. It was noticed that car pool and late arrival at home (particularly among those who live a great distance away) were strong influences in the initial decision not to participate in AWS.

3. Increased opportunities for full and part-time employment

Since our experiment was a voluntary program, no effect was observed in this area.

4. Individual and families generally

STAT

Participants appear to have adapted their personnel lives very well. No major problems or disruptions in family life have been noticed or reported. It seems that those who are on the AWS like it and wish to continue.

Production Division has encountered no special or unique problems with AWS and will continue the program through March 1982.

